

Deemed-to-Comply Check Request Form

Development Details	Property address (in full):	
	Proposed development:	
Method of Town's response	Please tick your preferred response method <input type="checkbox"/> In person (by prior appointment) <input type="checkbox"/> Via mail <input type="checkbox"/> Via email	
Owner's details	Name(s):	
	Postal address:	
	Phone no.:	Mobile no.:
	Email:	
	Signature(s):	Date:
Applicant's details	Business name:	
	Contact person:	
	Postal address:	
	Phone no.:	Mobile no.:
	Email:	
	Signature(s):	Date:
<p>Note: The signatures of all landowners are required on all applications. If a deceased estate, executor's probate required. Applications will NOT be processed until this form has been correctly signed, all of the required information has been provided and the required fee has been paid.</p>		
OFFICE USE ONLY		
Planning fee	Date:	Receipt No.:
References	File No.:	Amount: \$

Deemed-to-Comply Check Requests (Statutory Planning)

The *Planning and Development (Local Planning Schemes) Regulations 2015* lists development that does not require development approval, subject to meeting certain criteria as follows:

Development for which development approval not required	Subject to:
Use of the premises as a home office	N/A
Development that complies with a local development plan (detailed area plan)	Not being within 100 metres of a Bushfire Prone Area and not having either a moderate or high bushfire risk rating.
The erection or extension of a: <ul style="list-style-type: none"> • Single dwelling; • Outbuilding; • External fixture; • Patios; • Pergolas; • Verandahs; • Swimming Pools; and/or • Ancillary Dwelling. 	Satisfying the deemed-to-comply requirements of the Residential Design Codes; and Not being a place entered in the State Register, and/or is not subject of a Heritage Agreement or an order under the <i>Heritage Act 2018</i> ; Not being a place entered on a Heritage List or located within a Heritage Area under the Local Planning Scheme; Not being within 100 metres of a Bushfire Prone Area and having either a moderate or high bushfire risk rating for lots less than 1,100m ² ; and Not also requiring a development approval under an adopted Council or Local Planning Policy.
The demolition of a building or structure	Not being located in a place that is entered in and/or is not subject of an order under the Heritage of Western Australia Act 1990; and

	Not on being a property included on a heritage list in the Town's local planning scheme
Temporary works or a use which is in existence for less than 48 hours or a longer period agreed to by local government.	Not also requiring a development approval under an adopted Council or Local Planning Policy
The erection or installation of temporary or permanent advertisement(s)	<p>Being in connection with an election, referendum or other poll conducted under the Commonwealth Electoral Act 1918 (Commonwealth), the Electoral Act 1907 or the Local Government Act 1995; and</p> <p>The primary purpose of the advertisement is for political communication in relation to the election, referendum or poll</p> <p>Not being a permanent sign on a place entered on a Heritage List or located within a Heritage Area under the Local Planning Scheme; and</p> <p>Not being required to specifically require a development approval under an adopted Council or Local Planning Policy.</p>

What is a Deemed-to-Comply Check?

The Deemed-to-Comply Check process has been developed to assist landowners and applicants working with any of the above forms of development to check whether or not a development application is necessary.

All forms of development **not** listed above (i.e. grouped dwellings and multiple dwellings), or listed above but do not meet the criteria, require development approval from the Town.

Building Permit Applications

The processing of building permit applications does not involve the assessment of the proposed development from a town planning perspective, as such, there is the necessity to ensure that it complies with the applicable provisions of the Local Planning and Council policies, as well as the Town's local planning scheme prior to the building permit being determined.

It is therefore a requirement that as part of a building permit application written confirmation is provided by a qualified Town Planner, or other class of competent person (as determined by the WA Building Commission), that development approval is not necessary. **This can be provided by the Town via the Deemed-to-Comply Check process.**

Alternatively, if a development approval is required, a copy of the development approval issued for the proposal is to be provided with the building permit application.

What information do I include in my Deemed-to-Comply Check request?

	<i>Please tick if provided</i>
A completed 'Deemed-to-Comply Check Request form	
The applicable fee: \$400 for major development (e.g. proposed single, grouped or multiple dwellings, or new commercial or industrial buildings) \$73.00 for minor development (e.g. extensions to an existing building, patios, vergolas, retaining walls, fencing, fill or signage)	
Two sets of the following plans (where applicable) drawn to a scale of 1:100 or 1:200:	
A site plan which shows all existing and proposed development, driveway(s), crossover(s), natural and finish floor levels, proposed street and/or boundary setbacks, easements, dividing and street fencing, street name(s), the north point, and (if applicable) the location, top and bottom of wall heights of retaining walls.	
An internal floor plan showing the purpose and dimensions of each area.	
Elevations showing the external dimensions and appearance of any structure/building proposed, the natural and finish floor levels, and (if applicable) the location, top and bottom of wall heights of retaining walls.	

How do I lodge a Deemed-to-Comply Check request?

Email, Post or in person

The Deemed-to-Comply Check request and fee is submitted by the applicant to the Town:

- **Via** the applicable email address (mail@cambridge.wa.gov.au) which is to include the applicable credit card details for payment of the fee, or
- **Via** the post, which includes a cheque or the applicable credit card details for payment of the fee, being sent to Town of Cambridge, PO Box 15, FLOREAT WA 6014, or
- **In person.**

Note: As an alternative to providing credit card details in writing, the applicant can pay the required fee by telephoning the Town on 9347 6000.

How and when will the Town provide its advice?

The Town will provide written advice within the following timeframes:

- A new single dwelling – within 15 business days
- Other types of development (excluding grouped dwellings and multiple dwellings) – within 10 business days

The Town's response will be emailed or posted unless specifically requested to be collected by the applicant. If the applicant wishes to collect the correspondence in person, an appointment will need to be made with the Town prior to collection.

Note: The applicable fee is required to be paid in full **prior** to being assessed by the Town.

Please ensure that all of the necessary information is provided otherwise the Town cannot guarantee that the advice will be provided within the applicable timeframe stated above.

What Next?

Does the proposed development comply with all the relevant criteria for not requiring a development approval?

YES – Advice that your proposal is Deemed-to-Comply and therefore does not need a Development Approval will be issued to you, and you are able to apply for a Building permit from the Town, if it is necessary. Please liaise with the Town's Building Services Department to ascertain what is required for this process.

NO – A development application will be required to be submitted to and approved by the Town. A completed 'Form 1 – Application for Planning Approval' and all of the plans will be required to be submitted to the Town in addition to the applicable development application fee.

Note: If a development application is required for proposed development the fee already paid for the Deemed-to-Comply Check will be deducted from the applicant's development application fee.

Further Information

If you have any queries please do not hesitate to contact the Town's Statutory Planning Team.

In person: 1 Bold Park Drive, Floreat
Tel: 9347 6000
Email: mail@cambridge.wa.gov.au